

PUBLIC WORKS SUPERINTENDENT

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M113

GENERAL DESCRIPTION OF DUTIES

This position is responsible for planning, managing, and directing the day-to-day administrative and operational activities of the Public Works Street and Parks Maintenance Divisions. Work involves providing assistance to the Community Development Director on major departmental personnel, facilities and operations projects; and developing new programs, policies, and implementing procedures. The Public Works Superintendent develops the proposed budget for the Public Works and Parks Maintenance divisions and administers the approved budget; and participates in development of the Capital Improvement Program budget.

SUPERVISION RECEIVED

This position receives general direction from the Community Development Director.

SUPERVISION EXERCISED

This position provides direct supervision of first-line supervisory staff and indirect supervision of subordinates including selection, training, discipline, resolving grievances, and formal performance evaluations.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Supervises assigned staff, either directly or through subordinate supervisors, including hiring, training, scheduling, assigning and reviewing work, evaluating performance, and recommending discipline; and initiating other appropriate personnel actions.
2. Evaluates and recommends appropriate staffing, contract services, and consultant services to ensure effective and efficient use of personnel, equipment, and materials.
3. Prepares initial operating budget request, including supporting documentation for street maintenance and park maintenance. Administers the approved budget and oversees the maintenance and monitoring of budgetary controls.
4. Prepares and/or reviews specifications and requests for bids on materials and equipment purchases. Reviews and monitors progress of contractors and recommends modifications as appropriate.
5. Maintains written records and prepares reports regarding work activities and material usage in areas of responsibility. Processes and maintains various administrative files (e.g., accounts payable, personnel training, payroll, etc.).
6. Reviews plans for street, sewer, and park projects from an operation and maintenance viewpoint and provides recommendations to other divisions.

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7. Responds to various questions that arise at the work site, resolves problems, provides technical assistance, and makes decisions within policy guidelines. Recommends and revises administrative policies as appropriate and recommends changes in legislative rules and regulations to the Director.
8. Manages fleet/equipment maintenance program for all assigned vehicles and equipment.
8. Alerts the Community Development Director of unusual or emergency situations and recommends responses to address.
9. Responds to occasional after-hours emergency call-outs and attends an occasional committee or City Council meeting.
10. Communicates clearly and effectively both orally and in writing to citizens.
11. Coordinates the work activities, use of equipment, and maintenance with other City, County, and State Divisions.

OTHER JOB FUNCTIONS

1. Participates in emergency response and incident command.
2. Resolves problems associated with flooding as needed.
3. Performs other duties as assigned.

WORK QUALIFICATIONS

Knowledge:

- Advanced level of knowledge in public works, parks maintenance methods, materials, equipment, procedures, and practices);
- Advanced level of knowledge in public works administration, organization, and operations including budget preparation and management;
- Knowledge of the principles and practices of supervision and management;
- Knowledge of MUTCD standards;
- Knowledge of fleet maintenance practices and programs
- Knowledge of federal, State, and City laws and ordinances related to water quality, safety (OSHA), purchasing, and personnel;
- Knowledge of developing program plans and objectives; and
- Knowledge of emergency response policies and procedures;

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Skills:

- Skill in effective supervision of staff;
- Skill in the safe operation of construction equipment; and
- Skill in communicating effectively with others, both in writing and orally, and including situations involving angry and frustrated citizens.

Abilities

- Ability to develop policies and procedures;
- Ability to develop program goals, objectives and strategies
- Ability to identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solutions
- Ability to develop and administer a budget;
- Ability to operate a computer with word processing, spreadsheet, and maintenance management software;
- Ability to establish and maintain effective working relationships with others; and
- Ability to handle a wide range of tasks in various public works arenas.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of college-level education in a related field and six years increasingly responsible experience, including supervisory and management experience in public works management; or any satisfactory equivalent combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential duties of Public Works Superintendent. A Bachelor's Degree in a related discipline and four years of progressively responsible experience is desirable.

SPECIAL REQUIREMENTS

A valid driver's license and a CPR/First Aid certification is required.

Knowledge/experience in traffic signal maintenance is desired.

PHYSICAL AND MENTAL REQUIREMENTS

Decision-making, interpersonal skills, teamwork, use of English, training, and supervision are required on a continuous basis. Physical activities include standing, walking, talking, repetitive motions, sitting, and handling on a continuous basis. Manual dexterity and coordination are required less than 50 percent of the work period while operating equipment such as computer keyboard, motorized vehicles, and standard office equipment. Duties involve moving materials weighing up to 10 pounds on a regular basis and infrequently weighing up to 50 pounds. Reasonable accommodation will be made to individuals with disabilities who have known limitations.

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WORKING CONDITIONS

Most of the work period is spent in an office environment. The noise level in the work environment is typical of most office environments. Approximately 20 percent of the work period is in the field observing, inspecting, responding to employee or citizen issues, or filling in for lead personnel with exposure to weather conditions and construction sites. This position may be required to respond to emergency calls after normal work hours and on weekends and holidays.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94
Revised: 01/99
Revised: 12/99
Revised: 05/01
Revised: 03/05
Revised: 09/14